

Good afternoon. We hit our first major issue with the personal services pilot. There seems to be a misunderstanding on how the blanket waiver conditions and criteria should be applied. The blanket waiver conditions, as they stand now, restrict what HR Administrators can waive internally, and in some cases, may greatly increase what is reviewed at the department level.

To address this issue and any other issues that have surfaced, DHR is reinstating program waivers that were in existence prior to October 1, 2003 for another 45 days. During this time period, we will conduct a forum to address our concerns, your concerns and questions, offer and discuss a reasonable solution to the issue, and provide some additional training on how to establish waivers. This will also allow HR Administrators time to evaluate and assess current waivers and then establish your own internal waivers.

The forum meeting is scheduled for **Thursday, October 30, 2:00 p.m. - 4:00 p.m., 1313 Sherman, Room 320**. Please RSVP by Monday, October 27. Please feel free to bring a purchasing or accounting representative as well.

Once we meet and come to an agreement on the solution, we may revise the waiver conditions. We thank you for participating in this pilot process. Hopefully by October of next year it will be perfect!

Best regards,

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